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**CARGO AND HOUSEHOLD
MOVEMENTS PROCEDURE**

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A. General

1. All incoming papers, documents, forms and correspondence relative to movement of cargo and household goods will be received by the mail and registry personnel of Administrative Staff.

2. All material will be logged in Administrative Staff as follows:

- a. Date
- b. Source
- c. Subject (form number or name, if applicable)
- d. Destination
- e. Suspense date

3. All papers, documents, form and correspondence will be delivered by Administrative Staff messengers to Cargo Movements Branch on regularly scheduled trips.

B. Cargo Movements (C. A. Shipments)

1. Following material will be received by Administrative Staff.

- a. Request for Shipment (Form 36-4)
- b. Requisition for Supplies (Form 36-125)
- c. Yellow Shipping Document (Form 36-85)
- d. Green Shipping Document (Form 36-85)
- e. Pink Shipping Document (Form 36-85)
- f. Dock Receipt w/letter from Despatch Agent
- g. Shippers copy of Dock Receipt
- h. Bills of Lading from shippers

2. After logging Administrative Staff will:

a. Upon receipt of Request for Shipment (Form 36-4) and Requisition for Supplies (Form 36-125), activate case file and hold in suspense by cargo movement number. Record necessary information on movements control cards.

b. Upon receipt of Green Shipping Document (Form 36-85), search inactive case files and pull existing case file for the movement.

c. Search movements control cards for active card for movement. Necessary entries will be made indicating that the material is packed and crated and ready for shipment. Enter other information required such as weight, cube and number of pieces.

d. Route case file to Cargo Movements Branch.

e. Upon receipt of Pink Shipping Document (Form 36-85), search movements control cards for active card for movement and record necessary information thereon.

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f. Route Pink Shipping Documents (Form 36-85) to Cargo Movements Branch.

g. Upon receipt of Dock Receipts together with letter [redacted] search movements control cards for active card for movement and record necessary information thereon. 25X1

h. Route Dock Receipt w/letter to Cargo Movement Branch.

i. Upon receipt of Bills of Lading, search movements control cards for active card for movement and record cost of transportation thereon.

j. Route Bills of Lading to Cargo Movements Branch.

3. Cargo Movements Branch will:

a. Review case file for completeness and accuracy.

b. Execute request for cargo space, by letter [redacted] 25X1

c. Transmit Dock Receipts by letter [redacted], indicating how cargo is to be marked for shipment. 25X1A5A1

d. File copy of Pink Shipping Document (Form 36-85) with case file for movement.

e. File one (1) copy of shippers copy of Dock Receipt with case file for movement.

f. Transmit one (1) copy of shippers Dock Receipt [redacted] to be used for billing purposes. 25X1

g. Receive, all carrier Bills of Ladings, review for correctness and accuracy.

h. Prepare payment vouchers and transmit by letter all Bills of Lading to Fiscal Division for payment.

i. Route outgoing correspondence to destination through Administrative Staff.

4. Administrative Staff will:

a. Maintain movements control cards with up-to-date movements information.

b. Forward [redacted] letter requesting cargo space after recording necessary information on movements control cards. 25X1

c. Forward to Warehouse letter with Dock Receipts after recording necessary information on movements control cards.

d. Forward information copies of Yellow and Pink Shipping Documents to operating divisions and other interested parties as designated.

e. Forward payment vouchers to Finance Division after recording necessary information on movements control cards.

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f. Close out movements control card on each completed shipment and retain in a separate complete shipment file.

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1. Forward payment vouchers to Finance Division after recording necessary information on movements control cards.

D. Cargo Movements: (Household Goods)

1. Following material will be received by Administrative Staff.

- a. Request for Shipment (Form 37-91)
- b. Individual Travel Order
- c. Authorization Form 51-103 (Confirmed)
- d. Bills of Lading

2. After logging in Administrative Staff will:

- a. Forward correspondence to Cargo Movements Branch.
- b. Activate case file and record necessary information on movements control cards if coordinated shipment w/movement of an individual.
- c. Route case file to Cargo Movements Branch.

3. Cargo Movements Branch will:

- a. Review case file for completeness and accuracy.
- b. Prepare Bill of Lading and shipping tags for 100 lbs. unaccompanied baggage moving by Air Freight.
- c. Forward Bill of Lading and shipping tags to Central Processing Branch through Administrative Staff.
- d. Determine from Shipment Request (Form 37-91) location in Z1 of Household effects to be moved to new destination of individuals.

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